Information and Communication Technology and Digital Citizenship Statement

St Roch's Parish Primary School

The integrated Information and Communication Technology (ICT) program at St Roch's develops in our students the digital literacy skills they need to contribute in a connected world. We strive to move our students learning beyond the boundaries of school and engage families, local and global communities to support, extend and challenge their learning.

We use technology to:
- **facilitate** creativity and innovation
- **develop** information fluency
- **support** communication and collaboration
- **extend** research and information fluency
- **model** and **practise** safe, legal and responsible cyber behaviours.

We seek to develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to design, create, problem solve and collaborate. We establish the safest online environment possible within the school and individual classrooms. Filtering software keeps unwanted sites from our computers and adults supervise our students' computer activities at school. Students are taught how to respond to unwanted material that may elude the filters. Parents must recognise whilst filtering software keeps most unwanted sites from our computers, it is impossible for the school to restrict access to all controversial materials, and the school cannot be held responsible for materials acquired or viewed on the school network. Parents must also understand that children's computer activities at home should always be supervised and this will support the school with encouraging cybersafe behaviours. This ICT and Digital Citizenship statement supports our school vision and upholds in our students a strong sense of digital citizenship.

Benefits of connecting with others
We utilise the benefits of technologies that allow us to interact with our families, other schools, outside experts and the global community. Through tools and on-line spaces such as Google Sites, we share our learning and create learning opportunities within the school and beyond. The benefits include introducing students to the following concepts through authentic learning opportunities:

- Connected learning
- Increased opportunities for collaboration
- Creation of a positive digital footprint
- Safe digital citizenship including netiquette
- Transparency and accountability
- Development of a global perspective on current issues
- Writing and other creative opportunities.

Our Hardware, Software and Internet Use
We use a range of hardware (including iPads, laptops, desktops, Chromebooks, interactive whiteboards and cameras) and software at St Roch's. We have access to the internet via both wired and wireless connections that cover the entire school site. Each year level has access to a range of devices in their classroom. Digital projectors and interactive whiteboards facilitate group viewing and discussions. Students have access to a suite of software to support their learning needs including the use of G Suite, SeeSaw, Scratch, ScreenCastify, WeVideo, Flipgrid and Mathletics as well as a variety of apps, programs and websites approved by the classroom teacher and Leadership Team.

Digital Citizenship

At St Roch's we emphasise the need for digital citizenship. This involves using ICT in a safe, legal and responsible way. Digital Citizenship is a focus for the start of each year and will continue to be taught throughout the year both explicitly and across many curriculum areas. We learn how to be responsible digital citizens by respecting and protecting others and ourselves whilst being aware of the rules around copyright and plagiarism.

Behaviours of a Positive Digital Citizen

At St Roch's we use ICT in a safe, legal, and responsible way. We embrace the following conditions or facets of being a digital citizen.

All students at St Roch's will be introduced to the following agreement at the beginning of each new school year and will acknowledge that they agree in order to have access to the school's ICT resources.

Respect & Protect Yourself

- I will select online names that are appropriate and I will consider the information and images that I post online.
- I will not give out my personal details, contact details or schedule of my activities on the internet without permission from an adult.
- I will only search for and access websites and programs that are for my school work and have been approved by my teacher.
- I will only use my own username and password, which I will keep secret.
- If I see anything inappropriate or I receive messages I do not like, I will tell a staff member immediately and take a screenshot if possible.
- EMAIL will only be used to sign up for websites that a teacher has approved.
- EMAIL use during school hours will only be used for the learning activity.
- EMAIL outside of school use can be for communicating with friends and family.

Respect & Protect Others

- I will not use technologies to bully or tease other people.
- I will not access or alter another person's files or online material.
- All messages I send online will be polite and respectful.
- When emailing, I will always use a greeting and a salutation (e.g. Dear Mrs White, ..., From Tommy)
- I will protect others by reporting abuse and not forwarding inappropriate materials.
- If I become aware of a student or staff member's password I will tell a staff member immediately.

Respect & Protect Equipment

- I understand that the use of ICT is a privilege not a right.
- I will take care when handling all ICT equipment.
- I understand that if I deliberately damage equipment I am responsible for its replacement.

Respect & Protect Copyright (Grades 3-6)

- I will cite (in a reference list) any use of websites, books, images and media to ensure I give credit to the owner.
- I will use appropriate image search filters when re-using images on the web to ensure they are royalty free.

I understand that all of my email and internet use whilst at school is monitored and recorded by the school.

If you're not sure- Ask your teacher!

I understand that if I deliberately breach these conditions, the repercussions could include suspension of computer privileges, notification of parents and issuing of consequences.

Students agree to:

- use the technology at school for learning, use the equipment carefully and safely and not interfere with the work or data of another student
- remember that the content on the web is someone's property and they should not use copyrighted material. They give credit to the owner of the material provided under Creative Commons Licences.
- be respectful in how they talk to and work with others online and never write or participate in online bullying or inappropriate behaviour
- think carefully about what they read on the Internet and question if it is from a reliable source
- keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and inappropriate images and by protecting their passwords
- talk to their teacher or another adult if:
  - they need help online
  - they come across sites which are not suitable for our school
  - someone writes something they do not like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
  - they feel that the welfare of other students at the school is being threatened by online activities.
- be aware that their Internet use and email will be monitored through the Catholic Education Commission Victoria (CECV) filtering system
- have a virus checker in place if sharing files between school and home.

Parents are requested to:

- support these behaviours at home and encourage safe and ethical use of technology tools, for example, parents monitor the use of their children's devices and ensure that they are not used in the bedroom
- advise the school if there are any concerns relating to online behaviours within our community.

IMPLEMENTATION

This policy will be made available to parents and students at the beginning of each year, on the school website and through the parent handbook. Any parent or student who needs clarification is welcome to speak to the Principal (principal@srgleniris.catholic.edu.au) or the ICT & Digital Technologies Leader (Penny Hansen, phansen@srgleniris.catholic.edu.au)

Breaches of this policy may result in the following consequences:

The school may exercise its right to monitor the use of the school's computer systems, including the monitoring of websites, the interception of email and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Our use of ICT is supported by other school policies, including Student Wellbeing and Anti-Bullying policies.

What is G Suite for Education?

G Suite for Education is a service providing several Google products under a custom domain name, in our case @srgleniris.catholic.edu.au. Our school retains administrative powers and can monitor as well as customise which services are available to students and staff. It features several web applications with similar functionality to traditional office suites, including Drive, Documents, Presentations, Spreadsheets, Sites and email. Files are stored in the "cloud" and due to Google's size, may be stored in servers outside of Australia. St Roch's retains ownership of all files/data stored in the cloud. For more information on Google's privacy policy for education please visit **www.google.com/edu/trust/**

How about our School App?

We have a SkoolBag app profile to provide instant access to important messages from school. Mobile technologies ensure parents are well informed at all times.

You can install the app on iPad, iPhone, Android phones and Windows Phones.

1. Just go to the Apple App Store or Google Play and search for *St Roch's Parish.* Install the app. For the Windows Phone Store, install the Skoolbag app and then find *St Roch's Parish.*

2. Open the app, tap the More button and Setup Push Notifications for the children's year level(s) that are relevant to you.